

MEMORANDUM FOR THE DIRECTOR OF SECURITY

SUBJECT: Committee on Records

The Chief of the Special Security Division and the Chief of the Security Division have met to discuss the matter of forming a committee to survey the different procedures and operations of the file rooms of the two Divisions.

As a result of this meeting it was decided to recommend to you the formation of a committee to be governed by the following:

- (a) The purpose of the committee will be to review the operating procedures, forms and systems in use in the two file rooms for the purpose of making or recommending such changes as might be necessary to avoid inefficiency due to unnecessary differences in such procedures, forms, or systems.
- (b) The committee will consist of four members. These will be the Chief of the Operations Branch, S&D, and the Chief of the Personnel Security Branch, SD, and one other person from each of these Branches.
- (c) The committee will meet once a week or at such other times as determined necessary by the committee.
- (d) A record of committee meetings will be maintained and reports will be made to the Chief, Special Security Division and the Chief, Security Division.
- (e) The Committee will call upon the Chief of the Administration and Training Staff and other officials of the Security office for such assistance, advice and consultation as is necessary.

It is recommended that you approve this proposal. Your approval on the space provided will then constitute the charter for this committee.

DOC	16	REV DATE	22-4-81	BY	616199
ORIG COMP		OPI	31	TYPE	01
ORIG CLASS	M	PAGES	1	REV CLASS	U
JUST		NEXT REV		AUTH:	HR 70-2

Chief, Special Security Division

APPROVED:

Chief, Security Division

Shiofield Edwards  
Director of Security